

# Application Guide



## New Private Investigator and/or Security Guard Individual Licence under *The Private Investigators and Security Guards Act*

Please read the information contained in this guide carefully. It provides important details about your application and the documents which you must submit and renew to prevent your licence from lapsing.

Every holder of an individual licence to act as a private investigator and/or security guard in the Province of Manitoba is responsible for ensuring that all laws, regulations and policies under *The Private Investigators and Security Guards Act* are respected and obeyed at all times. A copy of the Act and regulation may be obtained at [www.gov.mb.ca/justice](http://www.gov.mb.ca/justice).

An individual licence must be renewed each year in order for the licence holder to continue working as a private investigator and/or security guard (see the Application Guide for Renewal of a Private Investigator and/or Security Guard Individual Licence for further information). If a licence holder allows their individual licence to lapse, they may no longer act as a private investigator and/or security guard until they have applied for and received another licence.

The following documents must be submitted as part of your application for a new individual licence. Check boxes have been provided for your use to mark off items as you complete/compile them.

### Completed Application Form

The application form must be completed IN FULL. Incomplete applications will not be processed and will be returned for completion and re-submission. You may not begin working as a security guard and/or private investigator until you receive your licence.

## Licence Type, Uniform Exemption and Licence Fees

The top of the application asks you to check the box next to the type of licence you are applying for:

- Private Investigator (P/I);
- Security Guard (S/G);
- Private Investigator and Security Guard (P/I & S/G) or
- Temporary Security Guard (S/G only, six month term)

### **IMPORTANT**

A temporary security guard licence is issued to someone who has not yet satisfied the mandatory training requirements under the Manitoba Security Guard Training Program. You may work as a security guard while in possession of a temporary security guard licence, but may only do so for a period of six months. Only one temporary security guard licence may be issued to you.

If your temporary licence expires and you have not completed the training curriculum, passed the exam and submitted a copy of your training certificate, you may no longer work as a security guard. Should this happen, you would need to satisfy the mandatory training requirement, re-apply (including a copy of your training certificate) and receive a new licence before being able to resume acting as a security guard. Please refer to the Application Guide for a New Individual Licence when re-applying under these circumstances.

Below Licence Type, you are asked to indicate whether you require a Uniform Exemption. Check the box that applies.

### **IMPORTANT**

If you are applying for a uniform exemption, it will only be approved if you are working as a security guard performing loss prevention duties where a uniform would interfere with your job function.

This is the ONLY uniform exemption acceptable in your work as a security guard. If you are working in loss prevention and require a uniform exemption, you must complete, and include with your licence application the **Uniform Exemption for Loss Prevention Duties** form.

Part of this form must be completed by you and part by the employer that will be assigning you duties as a loss prevention officer. The form must be completed in full before being submitted with the rest of your application.

### Part 1 – Applicant Information

This section of the form is for personal information. Please print clearly. If there is an area that does not apply to your situation write 'not applicable' in that space.

### Part 2 – Criminal Record Background

Question 1 asks for information about your criminal history. Please check the box that applies. If you have a history of criminal convictions, please enter the details in the spaces provided. You may attach additional pages if needed.

You must submit the following with your application form:

**Copy of a current Criminal Record check:**

Your Criminal Record check must be obtained from an accredited Canadian police agency. It must also be dated within the six months prior to your submitting it to the Registrar.

**Criminal Record checks must be renewed every three years.** If your licence lapses for any reason or the status of your criminal record changes, a new Criminal Record check may be required.

If your Criminal Record check indicates that you have a criminal history, you must include, with your application, a letter from a police agency listing your convictions and related sentences.

### Part 3 – Child Abuse Registry Background

Question 2 asks for information about your Manitoba Child Abuse Registry history. Please check the box that applies.

You must submit the following with your application form:

**Copy of a current Child Abuse Registry check:**

**Child Abuse Registry checks must be renewed every three years.** If your licence lapses for any reason, or you are placed on the Child Abuse Registry, a new Child Abuse Registry check and further information may be required.

A Child Abuse Registry check form is available at Child and Family Services, 2<sup>nd</sup> Floor - 777 Portage Avenue, Winnipeg or through their website at [www.gov.mb.ca/fs](http://www.gov.mb.ca/fs). When applying for the check, you should advise the Registry you are requesting it as part of an application for a licence to act as a private investigator and/or security guard.

As with a Criminal Record check, a Child Abuse Registry check must be dated within the six months prior to your submitting it to the Registrar.

### Part 4 – Personal Information

Question 3 asks if you have ever been refused a licence. Check the box that applies to you. If you indicate you've had a licence application refused, provide a full explanation in the space provided (attach additional pages if needed).

Question 4 asks if you have ever had a licence to act as a private investigator or security guard suspended or cancelled. Check the box that applies to you. If you indicate you've had a licence suspended or cancelled, provide a full explanation in the space provided (attach additional pages if needed).

## Part 5 – Photograph

A current colour photograph is required as part of your application submission.

### **Photograph**

You may submit it electronically via e-mail to [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca). If e-mailing the picture, please use your full legal name to title it and also complete the e-mail subject line. Digital photos must be in a JPEG file format. Other file formats will not be accepted.

You can also attend at a passport photo provider and obtain a hard copy colour passport photo. This can then be submitted with your application.

All photos must be taken against a neutral background. They must include your head and shoulders only, and be taken directly from the front. Photos displaying more than your head and shoulders, that are unclear, obscured by shadows or in poor condition may be rejected and your application returned.

Photos must be updated every three years or whenever you have altered your appearance significantly. If updating your photo prior to renewing your licence, please submit a new photo with a completed **Individual Licence Information Update** form.

## Part 6 – Proof of Training and/or Competency

This section deals with training and/or competency requirements for licencing.

### **Proof of Training (Security Guards)**

If you are applying for a security guard licence, you must include a legible copy of your training certificate. Only proof of training satisfying the Manitoba Security Guard Training Program will be accepted. If you do not include this, you will be issued a temporary licence, valid for a maximum of six months. You are eligible for one temporary licence only.

Once you have completed the mandatory training course, passed the exam, and received your training certificate, make sure you forward a copy of the certificate to the Private Investigators and Security Guards Program (address listed on the last page of this guide). Your temporary licence can then be amended to an annual licence and re-issued to you.

Applications submitted without proof of valid training by individuals already having been issued a temporary security guard licence will be returned.

### **Proof of Competency (Private Investigators)**

If you are applying for a private investigator licence, you must provide proof of your prior work experience that relates directly to the role of a private investigator or that has provided you with appropriate training.

If you have never been licenced as a private investigator and have no related work experience or training, you must provide a letter from a business licenced to provide private investigation services. The letter must confirm the employer's intent to hire you and their commitment to training you as a private investigator.

## Part 7 - Declaration

This final section needs your signature, declaring that all the statements you have made in the application are true. You must sign this section in front of a Commissioner for Oaths. Then it must be signed by the Commissioner for Oaths.

If you are applying from outside Manitoba, you may have your declaration witnessed and signed by a Commissioner for Oaths or equivalent from your province. Please note that all applications submitted must state an address for service within Manitoba, as per section 8 of the act.

## Other Application Requirements

### **Payment**

The final requirement to complete your licence application is payment of the licence fee. All fees are non-refundable.

The following forms of payment are accepted:

- Cash (do not send by mail)
- Direct deposit
- Credit card (do not send authorization form by e-mail)
- Money order
- Company cheque (payable to the Minister of Finance)
- Certified personal cheque (payable to the Minister of Finance)

Applications may also be e-mailed to [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca).

However, your e-mail must be followed up by mailing the original application form and documents to the following address:

Manitoba Justice  
Private Investigators and Security Guards Program  
1800 – 155 Carlton  
Winnipeg MB R3C 3H8